

# Assertiveness worksheet

## Structure your response to each scenario:

Your response should contain 3 parts:

1. When (insert **behavior/situation**),
2. I (insert **feelings/thoughts**).
3. **Invite feedback** and/or say what you want.

### Example:

When you don't ask for my opinion and make decisions that affect both of us, I feel frustrated and unappreciated. Next time please include me in the decision-making. I hear two heads are better than one.

## Scenario 1:

You are working on a large group project with a classmate. As group leader, you ask her to complete a specific part of the project and she hesitates. After you explain why you think she is the best person to complete this part of the project, she agrees, but then doesn't do it. However, what she does do is leave you a BBM apologizing, but it's too late, you had to complete the part of the project she was assigned for her. You think she pretends to agree with you on work assignments, and then purposely leaves messages so she won't have to tell you no face-to-face. But you are getting frustrated because you want her to carry her own weight. Part two of the group project is just getting started and your classmate has just arrived to the meeting...

### **Start Talking:**

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**Scenario 2:**

You have joined your faculty’s student council. Because there are certain jobs no one on the council likes to do you’re supposed to rotate who does them, including: cleaning up the office, who does the monthly inventory of faculty swag, and walking around the building removing old posters. A fellow student on the council always gets out of these tough and boring jobs. This particular council member always seems to have something else to do. At first his excuses seemed legitimate, but now you’re almost certain he is making stuff up, and taking advantage of your kindness. You are both hanging out in the council office before class...

**Start Talking:**

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**Scenario 3:**

You usually feel really lucky. You were assigned an awesome roommate for your dorm in REV, and everyone else on your floor thinks so too. You get along great, are in some of the same classes, and watch the same TV shows. But your roommate seems to have a lot more spare time than you do. In fact, he regularly gives you a hard time when you try and stay in to study. He thinks you work too hard and should go to more parties. His motto is “who needs an A when you just need to pass”. He has just come home from class and wants you to forget about studying for tomorrow’s midterm and go for cheap wings at Bomber.

**Start Talking:**

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**Scenario 4:**

You've been having a hard time wrapping your head around a concept in class. This is not the first time you've had this problem, but prior to the midterm you did nothing about it and your grade was affected. Many of your classmates have commented on how tough, impatient, and intimidating the Professor is. You think meeting with your Professor to ask some questions would clarify the concept and help you in the long run, but you are extremely nervous that the Professor will think you are wasting his time. You have arrived at class early and no one is there yet except the Professor.

**Start Talking:**

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**Scenario 5:**

Identify a personal scenario and practice what you will say

**Scenario:**

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**Start Talking:**

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**Plan ahead: What might the other person's response be?**

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**How can you prepare for that?**

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**How will being assertive make you feel better?**

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